

807 - Meeting Room Application

Date Policy Approved: February 2, 2011

Date Policy Amended: March 23, 2017

Date: _____

Name of Applicant: _____

Home Address: _____

City _____ State _____ Zip _____

Home Telephone: _____ Business Telephone: _____

Name of Non-Profit Organization: _____

Date Needed: _____

Time Needed: Start: _____ Finish: _____

Purpose of Meeting: _____

Number of Participants Expected: _____

Equipment Needed: Television DVD Player Slide Projector
 Laptop WiFi Overhead Projector
 Other: _____

I have read the attached DeSoto Parish Public Library Meeting Room Policy and agree that my organization will abide by these rules. I further agree that the organization will be responsible for any damages to library property which may occur as a result of my organization's use. I certify that I am authorized to make these representations on behalf of my organization.

Signature: _____ Date: _____

For Library Staff Use Only:

Tentative reservation by: _____ Date: _____

Confirmed reservation by: _____ Date: _____

Walk-through after meeting: Staff: _____ Participant: _____